

WATERFORD CITY COUNCIL

STRATEGIC POLICY SCHEME

2009 - 2014



Strategic Policy Committee Scheme

In accordance with Part VII of the Local Government Act, 2001, as amended, Waterford City Council has determined that the city and the people it represents are best served by the operation of five Strategic Policy Committees (SPC's).

The areas of responsibility of the SPC's are as follows:-

- 1 Planning and Economic Development.
- 2 Environmental Services.
- 3 Transportation.
- 4 Housing and Community.
- 5 Culture, Sport & Recreation.

Each committee is comprised of six elected members as well as three or four members from external bodies representing the relevant sectoral interests as set out below. This results in each Council Member having a position on two SPC's. Membership of an SPC will normally be for the lifetime of the Council and members will cease to hold office on the expiry of the Council's term of office. The SPC Chairs shall be selected by the City Council, must be members of the City Council and shall hold office for a minimum period of three years, which may be renewed by the Council. Subsequent Chairs shall be appointed, again by the City Council, from the existing Council Members of the SPC.

The assignment of sectoral interests to SPC's is as follows:-

1. Housing and Community.

Community and Voluntary Sector (Community Forum) – 2 representatives
Development/Construction – 1 representative
Trade Union – 1 representative
Youth - 1 representative

2. Planning and Economic Development.

Community and Voluntary Sector (Community Forum) – 2 representative
Business/Commercial – 1 representative
Development/Construction – 1 representative
Environmental Pillar – 1 representative

3. Environmental Services.

Community and Voluntary Sector (Community Forum) – 2 representative
Environmental Pillar – 1 representative
Business/Commercial – 1 representative
Trade Union – 1 representative

4. Transportation.

Community and Voluntary Sector (Community Forum) – 1 representative
Development/Construction – 1 representative
Business/Commercial – 2 representatives
Environmental Pillar – 1 representative

5. Culture, Sport & Recreation

Community and Voluntary Sector (Community Forum) – 2 representatives
Trade Union – 1 representative
Waterford Sports Partnership – 1 representative
Arts Forum – 1 representative

Representatives of business/commercial, development/construction and trade union shall be selected in accordance with the national arrangements therefor.
Environmental Pillar representative to the Environmental Services SPC will be nominated by the Social Partnership Coordinator.
Current contact details for these sectors/pillars are contained in appendix 1 attached hereto.

Principles

The following principles apply to:-

(a) Appointment of City Council Members

1. Each member of Waterford City Council shall, as a matter of equity and good practice, have the opportunity to serve on an SPC.
2. Council Members may not be nominated to represent sectoral interests.
3. SPC membership for Council Members shall be for the lifetime of the Council. A person ceasing to be a member of the City Council shall automatically cease membership of the SPC (s).

4. Council Members shall not serve on more than two SPC's insofar as possible for reasons of equity and good practice and workload.
5. SPC Council membership shall reflect proportionality and the local distribution of elected representation on the City Council.
6. The Chairs of the SPC's shall be appointed by the City Council and must be members of the City Council.
7. The allocation of the SPC Chairs shall reflect equitably the spread of elected representation on the City Council.

(b) Sectoral interests

1. Groups/associations shall be active within the area of the local authority and have a citywide impact or, at minimum, a relevance in a locality or number of localities in the area.
2. Groups/associations must be open to new members, hold AGMs and regular meetings and should be broadly representative and accountable.
3. Single interest groups may be considered e.g. groups focused on the disabled or elderly. Groups formed around specific single local issues shall not be considered for inclusion in the sectors.
4. Local Development Agencies represented at Strategy Group/City Development Board level shall not be represented on an SPC.
5. Each sector shall select its own nominees.
6. It is desirable that sectoral nominees would retain membership of the SPC for the lifetime of the Council. It is open to each nominating sector to deselect its nominee (s) if felt necessary and to notify the Council accordingly, whereupon the person would cease to be a member. In such cases the relevant sector shall nominate a new representative.

Meetings

1. A minimum of four meetings will be held each year, at a time and location to be decided by the committee.
2. A minimum of five clear days notice shall be given for meetings of the SPC and, where possible, there will be an agreed annual schedule of meetings.

3. The quorum for meetings shall be five, three of whom shall be members of Waterford City Council.
4. If, after 15 minutes from the agreed starting time of a meeting, a quorum is not present, the meeting shall stand adjourned to a date determined by the Chair or Deputy.
5. The meetings of the Strategic Policy Committees shall be in committee.
6. Minutes of all meetings shall be kept by the executive and circulated with the notice for meetings.
7. In the event of a member failing to attend 3 consecutive meetings, without prior notice, the appropriate nominating body will be formally requested to review this situation.
8. Matters for discussion at SPC meetings shall relate solely to policy or strategy and not to individual cases or operational matters.

NOTE

While it is acknowledged that the formal structure set out above is required, it is accepted that SPC meetings should be conducted in a much less rigid and formal way than full Council Meetings in order to create an informal and collaborative atmosphere that will allow honest views and opinions on policy issues.

All SPC's shall be conducted in accordance with the relevant ethics for Elected Members and SPC Members (see attached).

City Council Contacts for SPC's

All correspondence/contacts in respect of the operation and business of the SPC's should be addressed to the relevant City Council contacts as follows: -

1. **Housing and Community** - Director of Housing, Community and Enterprise, & Emergency Services. (Senior Executive Officer, Housing).

2. **Planning and Economic Development.** – Director of Planning, Culture and HR. (Senior Planner).
3. **Environmental Services** – Director of Environmental Services (Senior Executive Officer, Environmental Services).
4. **Transportation.** – Director of Corporate Affairs and Transportation. (Senior Executive Officer, Corporate Affairs and Transportation.).
5. **Culture, Sport & Recreation** – Director of Planning, Culture and HR. (City Librarian).

APPENDIX I

Sector Contact Details

Pillar	Name & Address	Telephone and e-mail
Farming	Gerry Gunning	01-4500266
Irish Farmers Association (IFA) Irish Farm Centre Bluebell Dublin 12		gerrygunning@ifa.ie
Business	John Hickey	01-4004300
Chambers Ireland 17 Merrion Square Dublin 2		john.hickey@chambers.ie
Trade Unions	Fergus Whelan	01-8897777
Irish Congress of Trade Unions (ICTU) Head Office 31-32 Parnell Square Dublin 1		fergus.whelan@ictu.ie
Environment	Michael Ewing	071-9667373
Environment Pillar – Social Partnership Coordinator Knockvicar Boyle Co Roscommon		michael@ien.ie

